

Douglas County Public Library

Director's Annual Performance Evaluation

Employee: **AMY DODSON**
 Review Date: **12/08/2020**

Rating Period: 12/01/19-12/01/20

Evaluating Supervisor: Library Board of Trustees

(example: 12/01/17-12/01/18)

INSTRUCTIONS: Use the following scale to rate the employee's performance.

- 3 = Exceeds Expectations
- 2 = Meets Expectations
- 1 = Opportunity for Improvement
- 0 = Requires Substantial Improvement

Performance Standards	Rating			
	3	2	1	0
Leadership				
Manages Staff The Director manages, develops and directs personnel effectively, according to approved policies and procedures, ensuring staff are trained, equipped, and contribute to achieving the Library's mission; addresses performance issues fairly and consistently, completes performance reviews in a professional manner; develops plans and follows standards for performance improvement and skills development; and helps employees understand standards, policies, procedures and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets Expectations The Director establishes the tone and direction for the Library's success, motivating others to accomplish a shared vision by establishing goals for the growth and development of the Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Development The Director leads by example, seeking out and participating in training and other professional development opportunities to improve their skills and stay informed about developments in information science and practice, including technological tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>				
Accountability and Administration				
Policy The Director understands and complies with the policies and laws of the Library, Douglas County and Nevada, including reporting obligations at all levels of government.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget and Finances The Director develops an appropriate budget in a timely manner for submission to the Board of Trustees; manages internal and external resources effectively; identifies cost-effective ways to achieve goals; manages disbursements from the Gift Fund; acts as resident agent for the Library Foundation and the Friends of the Library; and upholds financial standards, policies, procedures and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Board of Trustees The Director responds positively to guidance from the Board and provides the Board with the information needed to make decisions; understands and complies with the statutory requirements for Library governance; and provides guidance to the Board on open meeting laws and other procedural matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning The Director translates policies and objectives into effective programs, independently recognizes problems, researches relative facts, formulates alternate solutions and decides on appropriate recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facilities and Collection The Director ensures that the Library's buildings and equipment are safe and well-maintained, and that the various materials comprising the Library's circulating, reference and other collections are cared for according to professional standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>				
Communication				
Communication The Director ensures open dialogue through proactive listening and sharing of information throughout the organization and the community; respects differences of opinion; and is clear and concise with oral and written presentations and other communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Relations The Director represents the Library in a professional and non-partisan manner; advocates for the Library in the community and before governing bodies; and directs publicity that effectively promotes Library materials, services and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>				
Teamwork				
Intergovernmental The Director interacts with government representatives in a manner that reflects well on the Library; facilitates cooperative efforts between various agencies and the Library; and works effectively with other Douglas County personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Staff The Director works cooperatively with staff to improve the performance of the organization; leads meetings and cross-functional teams; and fosters collaborative relationships with and between others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>				
Integrity				
Conduct The Director demonstrates honest and ethical conduct; speaks positively about the County, the Library, peers, and co-workers; is cooperative and adaptable; maintains confidentiality; fulfills commitments; demonstrates an understanding and respect for cultural, religious and gender differences; maintains a professional image with the public; and fulfills responsibilities and duties in accordance with the Code of Ethics of the American Library Association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment and Decisiveness The Director is self-assured of abilities, is self-directed and motivated, handles criticism constructively, takes responsibility for mistakes, and confidently makes decisions and takes action without undue supervision from the Board of Trustees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>				
Customer Service				
Materials and Programs The Director oversees the management and maintenance of library materials in all formats, as well as programming, that informs and entertains library users; and ensures that programs, services and materials meet the needs and request of all library users.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Service Points and Facilities The Director ensures public access to properly equipped facilities and trained personnel, enabling access to Library materials, equipment, facilities and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.				

Totals	Transfer ratings totals from each Performance area to the appropriate space below.			
Leadership				
Administration				
Communication				
Teamwork				
Integrity				
Customer Service				
Total Enter the total of the ratings from each Standard on this line and in the Overall Performance matrix, below.				

Overall Performance (rating with the high number)

Rating	Total Numbers	Suggested Merit
Exceeds Expectations		3%
Meets Expectations		2%
Opportunity for Improvement		1%
Requires Substantial Improvement		0%

Performance Goals and Progress Reporting

Goal	Reporting
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Employee Comments:

Signatures

Employee: _____ Date _____

Trustees:

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____